

PERMITS

To obtain a permit, the following information must be provided with the completed application. Application forms are available at the Technical Services Department or online at www.greecenyny.gov

A. Tape Location or Instrument Survey Map

Copies of this map are often found with the papers you received at closing, or at the offices of the mortgage holder. Copies may be found at the Technical Services Department for some properties. Please call ahead to determine availability. The tape location or survey map must show the following information:

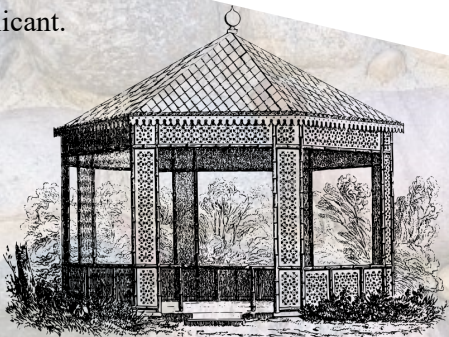
- The dimensions of the building
- The scaled location of the proposed building dimensioned to the property lines and other structures, including pools.

B. Cost of Construction (Value)

This must be reported to the department on the application for a building permit. The value of construction is defined as:

“The cost of the improvement, including the value of donated or own material or labor. For contractor performed work, it is the total contract cost.”

Technical Services can supply data for those cases where the actual value cannot be determined by the applicant.



C. Construction drawings

2 sets of construction drawings must be submitted for all accessory buildings, **except** for prefabricated storage and tool sheds under 200 square feet in size. For accessory buildings proposed to be located in a flood zone, as identified on a Federal Emergency Management Agency Flood Plain Map, foundation plans are also required.

Construction drawings shall include:

- A floor plan
- Elevations
- Cross sections
- Material types and sizes

These drawings must have a consistent scale, be legible, and have proper dimensions. Technical Services may request additional information for review.

D. Contractors as Applicants (Requirements): (With Homeowners Authorization)

The contractor will provide original certification of Workman's Compensation and Liability Insurance coverage, naming the Town of Greece as the certificate holder. For self-employed contractors, a waiver of Workman's Compensation may be submitted (CE-200).

E. Permit Fees

Permit fees vary from year to year. They are user fees that offset the cost of permitting, inspection, and records maintenance. The State of New York requires records for this type of permit and inspections must be performed. The Town of Greece must maintain these records and keep them on file for seven years after the demolition of the structure.

F. To Obtain a Permit for an Existing Accessory Building

It is not always possible for the Town to issue a permit for an existing accessory building. Often, existing buildings that were installed without a permit do not conform to the Building Code or Zoning Ordinance and must be removed, modified or a variance required.

AREA & HEIGHT REGULATIONS

(Excluding Farms)

1. The maximum height shall be 13.5 feet
2. The maximum gross floor area of all accessory buildings and attached garages on the premises is regulated by Zoning District
3. The sum of the area of the footprints of all structures on a lot may not exceed 33 percent of the total area.

LOCATING AN ACCESSORY BUILDING

A. Accessory Buildings

Other than garages, they are permitted in rear yards only. Garages may be permitted in side yards.

B. Setback to Property Lines

1. Accessory buildings shall conform to the setback established in the Town of Greece Zoning Ordinance.
2. Accessory buildings, other than sheds, must generally be set back from side and rear lot lines a dimension equal to or greater than 10 percent of the lot width, but not less than 6 feet and no more than 10 feet.
3. Sheds must have a minimum setback to rear and side property lines which is determined by Zoning District.

The required setback for accessory buildings on a through lot can vary by Zoning District. An applicant should consult Table 1 of the Town of Greece Zoning Ordinance, or request assistance at the Technical Services counter.

C. Setback to Other Structures

1. Typical wood frame accessory buildings must be at least 5 feet from any other building.
2. Accessory buildings shall be at least 10 feet away from any swimming pool.

Relief (variance) may be requested from any of the aforementioned setback, area, size and height requirements through the Town of Greece Board of Zoning Appeals.

D. Separation From Active Well or Private Waste Disposal System

All buildings are required to be at least 15 feet away from any active well or private waste disposal systems, unless written relief is obtained from the Monroe County Health Department.

SPECIAL REQUIREMENTS FOR FLOOD HAZARD LOCATIONS

Accessory buildings located in flood plains, as identified by the Federal Emergency Management Agency, must be constructed in a manner that limits flood damage and floatation during flood events. An additional permit fee is required for structures located in an identified flood hazard area.



INSPECTIONS

A. Electrical Installation

The Town of Greece registers electrical inspection agencies to perform inspections of all electrical installations. You should address any questions regarding the electrical component of the installation to the agency you have chosen to inspect the work.

Commonwealth Electrical Inspection Services
624-2380
New York Electrical Inspection Agency
436-4460
Middle Department Inspection Agency
454-5191

B. Building Inspection

An inspection is required upon the completion for all accessory buildings. You can request inspections by calling 723-1923. If the inspection performed by the Technical Services Department results in an approval, a Certificate of Compliance will either be e-mailed, mailed to the property owner or will be available for pickup at the front counter.

SOME COMMON MISTAKES TO AVOID

- Placing structures within existing easements without first obtaining a license agreement, release of easement, or other permission of the easement holder.
- Violating deed restrictions. In many cases, the intended construction activity of the applicant is restricted by deed and/or the applicants participation in a homeowners association.

- Exceeding the maximum total gross floor area of all accessory buildings and attached garages on the premises.
- Exceeding the lot coverage limitation of 33 percent. The lot coverage is the sum of the area of the footprints of all structures, including pools, divided by the total lot area.
- Filling or placing a structure within a designated swale that channels storm water runoff without obtaining the written approval of the Town of Greece Engineering Office.
- Avoid placing structures over abandoned septic fuel tanks that have not been properly closed.
- Building permits for accessory structures expire one year after issuance. Projects not completed in that time period require a permit renewal, for which there is a fee.

GLOSSARY OF TERMS USED IN THIS BROCHURE

Accessory Building

A building that is customarily incidental, secondary, or subordinate to that of the principal building, and which is a structure wholly or partially enclosed with walls, and having a roof which affords shelter.

Building Height

The vertical distance from grade plane to the average height of the highest roof surface.

Corner Yard

The space between the side of a building and the corner lot line, extending from the front yard to the rear lot line.

Easement

An interest in land owned by another that entitles the easement holder to a specified limited use or enjoyment.

Front Yard

The space between the front of a building as determined by the Building Inspector, and the front lot line, extending the entire width of the lot on which said building is located. For “waterfront lots”, the front yard shall be the yard adjoining the body of water.

Gross Floor Area

The sum of the area of all floors in a building measured from exterior walls, including basements and cellars as defined in and regulated by the New York State Uniform Fire Prevention and Building Code.

Rear Yard

The space between the side of a building and a side lot line, extending from the front yard to the rear yard.

Shed

An accessory building of 200 square feet or less in area.

Through Lot

A lot which has frontage on 2 parallel or generally parallel streets.

Variance

A grant of relief from the requirements of the Zoning Code which permits construction or use in a manner that would otherwise be prohibited by the Zoning Code.

Waterfront Lot

A lot which adjoins Lake Ontario, Salmon Creek, Braddock Bay, Cranberry Pond, Long Pond or Round Pond.

Swale

A depression in the ground that carries storm water / rain water runoff.



Town of Greece Technical Services

William D. Reilich, Supervisor



RESIDENTIAL ACCESSORY STRUCTURES

Accessory Structure - Accessory buildings are customarily incidental, secondary or subordinate to that of the principal building.

Building permits are required for all permanent or temporary structures for storage or use including but not limited to:

- Cabanas
- Detached Garages
- Gazebos
- Carports
- Pavillions

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